

# STATE PROPERTIES REVIEW BOARD

## Minutes of Special Meeting Held On March 18, 2014 State Office Building, Hartford, Connecticut

The State Properties Review Board held a special meeting on March 18, 2014 in the State Office Building.

**Members Present:** Edwin S. Greenberg, Chairman  
Bruce Josephy, Secretary  
Mark A. Norman  
Pasquale A. Pepe  
John P. Valengavich

**Members Absent:** Bennett Millstein, Vice Chairman

**Staff Present:** Brian A. Dillon, Director  
Mary Goodhouse, Real Estate Examiner

Chairman Greenberg called the meeting to order.

Mr. Josephy moved and Mr. Norman seconded a motion to enter into Open Session. The motion passed unanimously.

### OPEN SESSION

#### REAL ESTATE- UNFINISHED BUSINESS

#### REAL ESTATE- NEW BUSINESS

#### ARCHITECT-ENGINEER - UNFINISHED BUSINESS

**PRB#** 14-035 **Transaction/Contract Type:** AE / Commission Letter  
**Project Number:** BI-Q-660-1 **Origin/Client:** DCS/MD  
**Contract:** BI-Q-660-1-ARC Commission Letter #3  
**Consultant:** Ames & Whitaker Architects, P.C.  
**Property:** New London Readiness Center, New London & Stones Ranch Military Reservation, East Lyme  
**Project Purpose:** CTARNG Vision 2020 Projects  
**Item Purpose:** Commission Letter #3 to compensate the consultant for additional services required for the completion of additional design phase services as well as increased construction administration compensation based on the project costs.

Staff reported that this project was previously suspended by the Board on March 4, 2014 concerning the request for an increased CA services fee due to the fact that the average of the three lowest bids was greater than the project budget. In general, DCS concurred with the Board's points and requested that the consultant strike the request for an additional \$15,336 as a proportional bid increase due to the actual cost of construction bids. As such this file has been re-submitted at a cost of \$28,191 reflecting only the additional client agency design services.

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Consequently, staff recommended that the Board approve Commission Letter #3. The revised commission letter amount of \$28,191 represents a savings of \$15, 336 to the State of Connecticut. Whereas the new basic service fee of \$428,191 is equivalent to 12.32% of the construction budget which is consistent with the guideline rate of 13.50% for this Group B Renovation Project.

**ARCHITECT-ENGINEER – NEW BUSINESS**

**PRB#** 14-076 **Transaction/Contract Type:** AE / Task Letter  
**Project Number:** BI-C-283 **Origin/Client:** DCS/MD  
**Contract:** OC-DPW-MDE-0025  
**Consultant:** BL Companies Connecticut, Inc.  
**Property:** Middletown Veterans Cemetery, 317 Bow Lane, Middletown  
**Project Purpose:** Middletown Veterans Cemetery Expansion and Improvements Project  
**Item Purpose:** Task Letter #3A to compensate the consultant for design and construction administration services for a new columbarium, renovations to the existing Administration Building as well as design and construction of a new access road and associated parking.

The scope of this project involves the design and construction administration for various improvements throughout the Veterans Cemetery in Middletown. The improvements will include the design and construction of a new columbarium which is required based on concerns that the DVA may no longer have the space for the burial of veterans and spouses after the Year 2020. In addition the scope of the project will include the renovation of the existing Administration Building which includes the Finance Office and Chapel. The scope of this work is envisioned to include all of the required improvements to meet current ADA standards. Lastly, the project will include the design and construction of a new roadway and associated parking to access the new columbarium.

Initial pre-design work including survey, geotechnical engineering and environmental studies was started in January 2014 under a scope of work approved under Task Letter #3. This work is currently ongoing.

In June 2010, SPRB approved BL Companies Connecticut, Inc. (“BLCC”) as one of six firms under the latest On-Call Multi-Disciplinary Engineering Series of consultant contracts. In April 2012 DCS extended these contracts until July 2014. Subsequently, in January 2014, SPRB approved contract amendments which increased the maximum cumulative fee of \$750,000 under PRB #14-004 for all MDE Series Consultants. BLCC has been approved for the following task letters to date:

- Task Letter #1 CCSU Fire Damage Repairs \$ 24,950(Informal)
- Task Letter #3 Veterans Cemetery Expansion Project \$ 35,838(Informal)

Task Letter #3A is a new task letter and is subject to SPRB approval because it is an extension of TL#3 which was previously executed by DCS but will now include a cumulative fee that exceeds the \$100,000 threshold. The total Construction Budget for the project is \$2,600,000 and the consultant’s total fee for the project has increased from \$35,838 to \$251,838. The overall project budget is \$3,408,500.

As detailed in the scope letter dated March 5, 2014 from BLCC to DCS the scope is intended to compensate the Architect for the following project scope:

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- Development of overall consulting services for construction of a new columbarium, renovations to the administration building and associated roadway/parking improvements.
- Limited construction administrations services such as attendance at weekly construction meetings and review of submittals/RFIs for the specified project scope

Staff recommended that the Board approve Task Letter #3A.

**OTHER BUSINESS**

The Board took the following votes in Open Session:

**PRB FILE #14-035** – Mr. Norman moved and Mr. Valengavich seconded a motion to approve PRB File #14-035. The motion passed unanimously.

**PRB FILE #14-076** – Mr. Pepe moved and Mr. Norman seconded a motion to approve PRB File #14-076. The motion passed unanimously.

The meeting adjourned.

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Bruce Josephy, Secretary